

GUIDANCE FOR RECORDS PURGE

I. Changes to retention schedules:

- a) Survey "code 3" materials and reschedule for "code 2" or "code 1", as appropriate.
- b) Survey "code 2" materials and shorten disposition date wherever present judgment makes same feasible.
- c) Survey "code 1" materials and reschedule to "code 2" wherever present judgment so permits.

II. Other purge actions:

- a) Eliminate duplicate copies where duplicates are not absolutely essential.
- b) Eliminate documents for which your component is not the "office of record" when use of the "office of record" file is feasible.
- c) Eliminate documents no longer considered essential to the purposes of the file.

III. In making changes in schedules and file contents, consider the following basic reasons for keeping Records Center materials:

- a) Essential to operating components.
- b) Essential to Vital Materials Program. *8,000*
- c) Essential to Agency Historical holdings. *Permanent*
- d) Required by law or policy.

IV. Purge attitude:

When in doubt,
Schedule it out!

notes:
1. Define codes 1, 2, + 3

2.